ATZK-DAS-Q(350)   17 August 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memo No. 6-05 – The Army School System (TASS) Armor Battalion Instructor Certification Requirements

1. This memo replaces Policy Memo No. 7-02 – The Army School System (TASS) Armor Battalion Instructor Certification Requirements, dated 27 August 2002 and clarifies the certification requirements for TASS Armor Instructors. Every TASS training battalion CMF 19 instructor must meet the qualification standards established in TRADOC Regs 350-10, 350-18, 350-70, AR 614-200 and the Armor School instructor certification program. All TASS Armor instructors must:

   a. Meet body composition standards IAW AR 600-9.

   b. Meet APFT standards of AR 350-41 and FM 21-20.

   c. Have documentary evidence of appropriate training/experience for the level of the course being taught IAW 614-200.

   d. Graduate from an approved ITC, SGI as appropriate.

   e. Have orders assigning H8 identifier.

   f. Have documentary evidence of graduation from the course to be taught.

2. In addition to the regulatory requirements cited above, NCOES instructors must have the following credentials as directed by NCOA Fort Knox. All BNCOC instructors must have 12 months experience as a section sergeant/tank commander. All ANCOC instructors must have 12 months experience as a Platoon Sergeant. "Equivalent" experience will be considered on a case-by-case basis. The instructor must have served as an NCOIC of a section, detachment, or element (e.g. 10-12 people for a section which is equivalent to a squad and 16 or more Soldiers which is equivalent to a platoon). When submitting an exception to policy for a new instructor a copy of their last two NCOERs, ERB, 2A, 2-1 and a letter or recommendation from the Battalion Commander must be included in the packet.

3. All CMF 19 instructors will be certified (boarded) by the Armor Proponent for each course that they will teach. This may be accomplished at the TASS Battalions as long as one member

of the Board is Proponent Certified. This board member may only certify instructors for courses that they have been certified in by the proponent (e.g. a BNCOC proponent certified instructor may not certify an instructor for MOSQ or ANCOC).

4. If the TASS Battalion does not have a Proponent Certified instructor or wishes to add to his credentials then the TASS Battalion Commander (or representative) will coordinate with the Armor Center TASS Team to schedule that instructor for the board. The Armor Center TASS Team will coordinate with the appropriate Proponent (NCOA, 1st ATB, or 16th CAV). The instructor should expect a two to three day requirement at Fort Knox for the certification process.

5. The instructor evaluation program is a significant component of the instructor certification process. Evaluations must continue after the certification board process has concluded, since the certification board ensures only a minimum level of proficiency in the subject matter. The goal of the evaluation program is for all instructors to be evaluated on all course lesson plans. This program should consist of individual self-development and continuous evaluations by qualified CMF 19 personnel.

6. Certification is valid as long as the instructor has taught within the last two years. Should subsequent evaluations of a certified instructor indicate lack of proficiency on instructional material, certification revocation must be considered by the TASS Battalion Commander. If an instructor meets the revocation criteria, that instructor must be counseled, retrained, re-evaluated and re-boarded. Documentation of the process must be included in the instructor's folder.

7. POCs are Trecia Shrode, DSN 464-6692 and Todd Ware, DSN 464-5372.

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COL, Armor
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